

# Retention and Classification Report

**Agency:** Department of Workforce Services. Office of Community Services  
(243)  
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**Records Officer** Kent Naisbitt

28414 Community Service Block Grant Records

**AGENCY:** Department of Workforce Services. Office of Community Services

**SERIES:** 28414

3

**TITLE:** Community Service Block Grant Records

**DATES:** 2005-

**ARRANGEMENT:** chronological

**DESCRIPTION:**

These are contracts, audit records, applications and monitoring records for audit purposes and GRAMA policy. They are used to monitor state and federal funding to provide services to the homeless. They include Community Services Block Grants and IS Reports.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 2, Item 3.

**AUTHORIZED:** 11/29/2013

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

All Formats: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

Administrative Legal  
Contracts are to be kept for federal government requirements.

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(continued)

**PRIMARY CLASSIFICATION:**

Controlled

**SECONDARY CLASSIFICATION(S):**

Public